



# Student Administration Services



## Julie Strunk - College Manager

Julie is responsible for leading the operations of the SAS service delivery team and driving SAS service improvements within the College.

**Contact:** Julie Strunk 7221 8295  
**Email:** [julie.strunk@flinders.edu.au](mailto:julie.strunk@flinders.edu.au)  
**Location:** SSS 264

## Carolyn Cousins - Co-ordinator Enrolment and Student Progress

Carolyn coordinates and provides enrolment and student progress services within the College and is the escalation point for complex SAS enquiries.

**Contact:** Carolyn Cousins 8201 3414  
**Email:** [carolyn.cousins@flinders.edu.au](mailto:carolyn.cousins@flinders.edu.au)  
**Location:** SSS 261



## Lanie Mc Dowall and Janine Clarke - Enrolment and Course Advisors

Lanie and Janine provide students with high-quality enrolment and course planning support, including answering complex enquiries and giving specialised guidance.

They manage student study plans, credit applications and course completions.

**Contact:** 8201 7563; Janine 8201 2333  
**Email:** [lanie.mcdowall@flinders.edu.au](mailto:lanie.mcdowall@flinders.edu.au)  
[janine.clarke@flinders.edu.au](mailto:janine.clarke@flinders.edu.au)  
**Location:** SSS 261



T – B: Lanie and Janine



# Student Administration Services

## Education Resource Officer – Cheree Metcalfe

The ERO supports resources scheduling activities, including the ongoing maintenance of the University timetable.

They manage class registration activities and administration relating to the engagement of casual academic staff.

**Contact:** 8201 7695  
**Email:** [cbgl.ero@flinders.edu.au](mailto:cbgl.ero@flinders.edu.au)  
**Location:** SSS 261

## Annie Gan - Student Progress and Assessment Advisor

Annie is responsible for providing students and staff with support relating to assessment, examinations, results entry, deferred and supplementary exams, student progress/At Risk, prizes and awards processes and coursework thesis monitoring and support.

**Contact:** Annie Gan (08) 8201 3197  
**Email:** [annie.gan@flinders.edu.au](mailto:annie.gan@flinders.edu.au)  
**Location:** SSS 261



L to R: Alison Cropley & Jane Cook

## Jane Cook & Alison Cropley

### Student Administration Services Assistants

The Student Administration Services team provide a wide variety of administrative services for students and teaching and learning activities for students and staff. This includes support across the student lifecycle and assisting Topic Co-ordinators with preparation and administration of topics.

**Contact:** Jane Cook 8201 5927  
Alison Cropley 8201 3040  
**Email:** [bglenquiries@flinders.edu.au](mailto:bglenquiries@flinders.edu.au)  
**Location:** SSS 261



# Student Administration Services

## Transnational Education Advisor

### Tiffany Carlin (Health Care Management Program)

Tiffany provide students with advice and support on study plans and progression and schedule teaching activities for the offshore Health Care Management program, as well as liaising with contractors and casual staff regarding teaching activities. The team also supports related workshops and events.

**Contact:** Tiffany Carlin 8201 7757  
**Email:** [tiffany.carlin@flinders.edu.au](mailto:tiffany.carlin@flinders.edu.au)  
**Location:** SSS 250E



### Jonathan Burrow (MAIRET Program)

Jonathan coordinates the administrative relationship between Flinders University and partner Universities to deliver Flinders degree programs in China, Hong Kong, Singapore and Malaysia, and provides advice and support to transnational students across the student lifecycle. He supports offshore teaching and scheduling, engagement and advice.

**Contact :** 8201 5921  
**Email:** [jonathan.burrow@flinders.edu.au](mailto:jonathan.burrow@flinders.edu.au)  
**Location:** SSS 250E



# Operations Support

**L to R:** Trish, Renee, Maria, Melinda and Julie

**Melinda Pike - Executive Officer**

**Trish Wescombe – Senior College Support Officer**

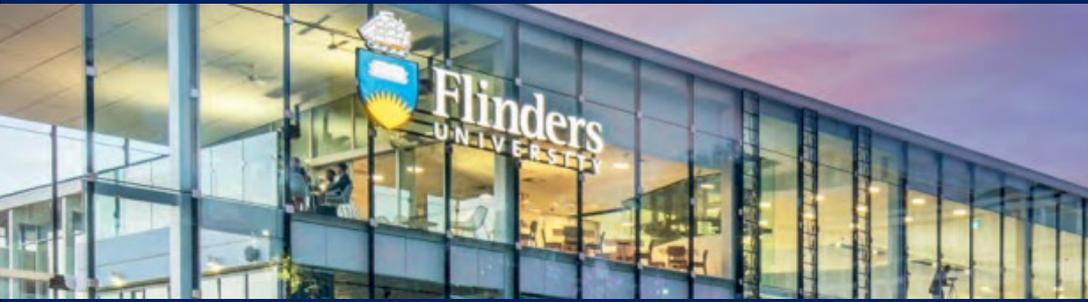
**Renee Cannon, Julie Dover, Maria Romeo - College Support Officers**

The Executive Officer and Operations team provide support services to the Vice-President and Executive Dean and Senior Executive of the College, and operational support to the whole College. Their services range from Committee and project support, and diary and travel management to procurement, mail, and support for equipment. They support College internal events and visitors through the coordinating of events, catering and sourcing of materials, and produce the College newsletter. The team also provides support to student complaints and student mobility projects.

**Contact:** Renee Cannon 8201 3437  
Trish Wescombe 8201 2430  
Maria Romeo 8201 5542  
Julie Dover 8201 5889  
Melinda Pike 8201 3047

**Email:** [cbgl.operations@flinders.edu.au](mailto:cbgl.operations@flinders.edu.au)

**Location:** Trish, Maria and Renee SSS 261  
Julie Dover SSS 269  
Melinda Pike SSS 270



# People and Culture

## **Anita Abraham - People and Culture Business Partner**

### **People and Culture Advisor, Gemma Payne**

Anita and Gemma are part of the Business, Government & Law People and Culture Business Partnering team and the first point of contact for staff and supervisors in the College with regards to P&C queries and issues. They will be able to provide guidance to managers in relation to HR processes, documentation and the Workday HR system.

They support strategic staff related issues, workforce planning including recruitment, academic promotions, employee relations, performance review and development, case management, organization design and management of change, and mentor, coach and train supervisors on P&C related processes. They are available to provide interpretation and advice on the Enterprise Agreement and support supervisors with local workplace disputes.

**Contact:** Anita Abraham 8201 2586  
Gemma Payne 8201 3119  
**Email:** [cbgl.p&c@flinders.edu.au](mailto:cbgl.p&c@flinders.edu.au)  
**Location:** SSS 267



Anita Abraham



Gemma Payne



# Finance

**Luigi Pacillo – Finance Business Partner**

**Tanya Corstens – Financial Analyst**

The College Finance team provide strategic financial support to the College in the form of financial modelling, analysis and reports, and advice on policy and the preparation of budget, forecast, rolling projections and variance reporting. The Financial Analyst is responsible for financial modelling and costings, untied research accounts and co-investments, information and advice on accounts/opening accounts, and funds transfer between accounts, while the Finance Service Officer is available to provide Information and advice on accounts, FBT, GST , payment of invoices and reimbursements, raising debtor invoices/purchase orders and advice on University purchasing cards.

**Contact :** Luigi Pacillo 8201 2538  
Tanya Corstens 8201 3546

**Email:** [cbgl.finance@flinders.edu.au](mailto:cbgl.finance@flinders.edu.au)

**Location:** SSS 250



Luigi Pacillo



Tanya Corstens



# Marketing and Communications



## Susannah Tidemann – Marketing and Communications Partner

Susannah is responsible for promoting and protecting the College specific brand to build demand and interest in College of Business, Government and Law offerings. She delivers cohesive College marketing strategies integrated with university-wide and portfolio marketing plans to meet student recruitment targets, raise the profile of College research to drive research income, and grow the College profile and engagement within its communities. This includes the creation of marketing campaigns and materials both offline and digital, liaising with media providers, producing content for the full range of marketing mediums, overseeing the College web presence and event marketing. She is your first point of contact for marketing queries if you are unsure who to engage with, and works closely with all marketing teams across the university including alumni, media, domestic and international teams, and much more.

For Marketing and Events lodge Events Request Form

<https://staff.flinders.edu.au/colleges-and-services/bgl/marketing-and-event-request-form>

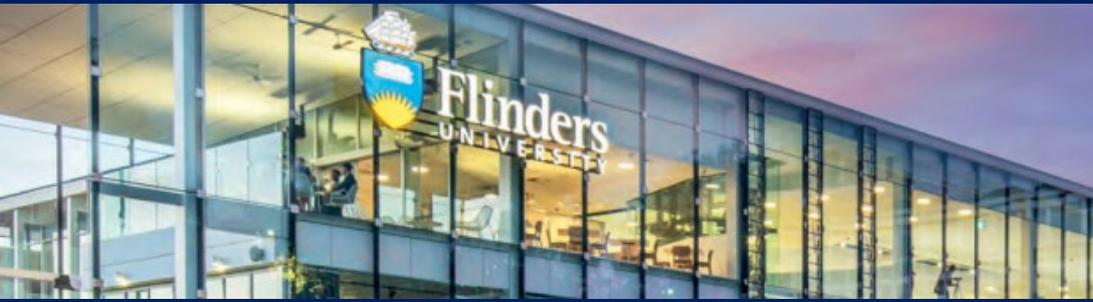
**Contact:** Susannah Tidemann 8201 3742  
**Email:** [Susannah.tidemann@flinders.edu.au](mailto:Susannah.tidemann@flinders.edu.au)  
**Location:** SSS 250



## Nicole Wedding – Content Producer

Nicole is responsible for producing digital content across a full range of marketing mediums and supporting the development of the web and social media presence for the college. Her work assists with the delivery of college marketing strategies, as well as university-wide and portfolio marketing plans.

**Contact:** Nicole Wedding 8201 3595  
**Email:** [nicole.wedding@flinders.edu.au](mailto:nicole.wedding@flinders.edu.au)  
**Location:** SSS 250



## Marketing and Communications



### **Niki Hasler – Alumni & Advancement Partner (shared with S&E)**

Niki is responsible for identifying alumni that can help leverage, support or attend College initiatives. She provides a key point of contact for graduates in the College and is the first point of reference for alumni activity and engagement

**Contact:** Niki Hasler (Tuesday & Friday) 8201 5064  
**Email:** [sam.gross@flinders.edu.au](mailto:sam.gross@flinders.edu.au)  
**Location:** SSS 250



## WIL Placement Team (CILT)

**Kahlene Michalanney - WIL Coordinator**

**Jess Venning – WIL Team Leader**

**Tiffany Ponsittinat – WIL Support Officer**

**Note : the WIL team works across BGL, HASS and S&E**

The WIL Team are responsible for liaising with industry partners and promoting placement opportunities to our students. The Team works with students to provide resources that can assist them in preparing their applications for placement opportunities. The Team ensures signed student placement agreements are in place and students are fully compliant before they commence placement. The Team are responsible for responding to any student related queries during placement and work closely with Topic Coordinators to ensure end of placement feedback is received.

**Contact:** Kahlene Michalanney 8201 2603  
Jess Venning 8201 2730  
Tiffany Ponsittinat 8201 3517

**Email:** [cbgl.placements@flinders.edu.au](mailto:cbgl.placements@flinders.edu.au)  
[lawplacements@flinders.edu.au](mailto:lawplacements@flinders.edu.au)  
[fiacplacements@flinders.edu.au](mailto:fiacplacements@flinders.edu.au)



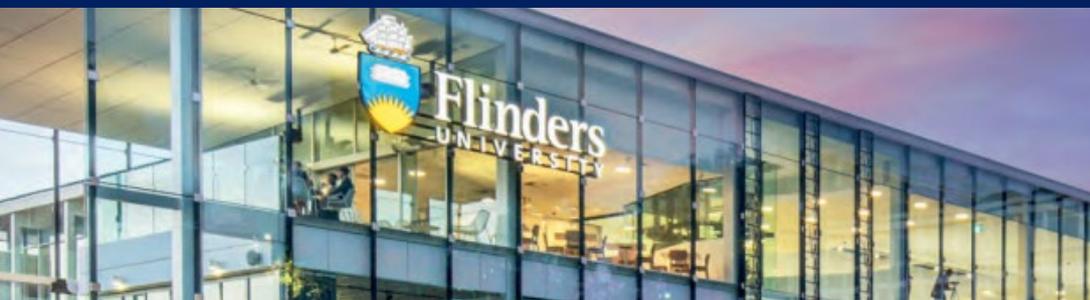
Kahlene Michalanney



Jess Venning



Tiffany Ponsittinat



# Research Development Support

**Stacey Richardson - Senior Research Support Officer – (dedicated)**

**Marja van Breda – Research Support Officer (shared with EPSW)**

The Research support team provide front of house research support for the College representing RDS and support to Dean Research in activities such as the College research strategy/plan, research initiatives and research committees.

They provide high level support for the development and preparation of major grant applications, promote targeted funding opportunities, research engagement/impact and research profiling and give specialist advice on policies, processes, guidelines, research project management and compliance matters.

They are also responsible for implementing and coordinating College strategic research activities, internal grant schemes and the College research budget including strategic co-investments, and co-ordinate Certification Approvals for all external grant applications.



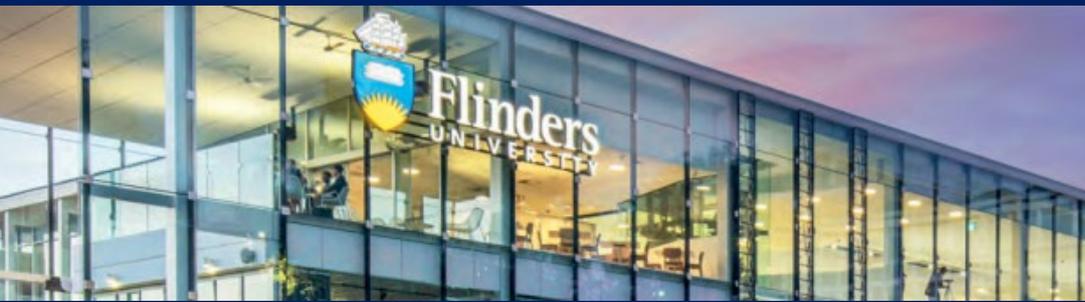
**L to R:** Marja and Stacey

**Contact:** Marja van Breda – (Monday, Wednesday afternoons, Thursday) 8201 7529

Stacey Richardson (08) 8201 5368

**Email:** [cbgl.research@flinders.edu.au](mailto:cbgl.research@flinders.edu.au)

**Location:** SSS 251



## Online Learning & Teaching (OLT) Team

### **Roger Howley – Learning Designer**

Roger provides pedagogical eLearning Design Support and related training and Professional Development.

### **Michael Cox and Marcia Schubert – eLearning and Media Support Officers**

Michael and Marcia provide technical eLearning Support and related training and Professional Development,

**Contact:** Roger Howley, Michael Cox and Marcia Schubert 8201 5000 - please listen to the prompts for your college. The team can be also contacted via a Service One Request.

**Email:** <https://serviceone.flinders.edu.au/>

**Location:** LWCB 3.13

## Work Health and Safety

### **Tim Reeves – Senior WHS Advisor (shared with EPSW & HASS)**

Tim provides advisory and coordination services for college implementation of the University safety management system. This include partnering with management and workers to identify and understand risks present in core operations and implement actions that ensure college outcomes are delivered successfully. Tim can provide compliance advice on WHS Act, Regulations and relevant codes of practice, advise on risk assessments, incident reporting and investigation, workplace inspections and risk assurance. Tim can advise and assist with induction of new workers and provide initial ergonomic assessment advice where required.

**Contact:** Tim Reeves (8201 5638)

**Email:** [tim.reeves@flinders.edu.au](mailto:tim.reeves@flinders.edu.au)

**Location:** SSS 250 (Friday)





## Property, Facilities and Development

### **Steve Slape - College Space and Facilities Officer (shared with S&E)**

Steve is the face-to-face liaison between the Properties and Facilities & Development division and the College, providing advice and support on decisions related to space and facilities/building management. He gives furniture supply and advice, coordinates room fit outs or re-purposing, and also provides operational and communication support to the College on Capital Projects and Building upgrades

**Note:** There are a number of Service Requests relating to PFD on Service One

**Contact:** Steve Slape 8201 2374

**Email:** [steve.slape@flinders.edu.au](mailto:steve.slape@flinders.edu.au)

or via a Service One request <https://serviceone.flinders.edu.au/>

**Location:** LWCB 3.16

## International Recruitment and Engagement

### **Brett Wagner – Manager, International Recruitment and Engagement (shared S&E)**

Brett is responsible for working with the college on the development and implementation of the international strategic plan, growing CBGL international partnerships with recruitment outcomes and advising the college of market intelligence for opportunities to grow international enrolments. He represents CBGL when visiting both international partners and commercial partners, assessing international opportunities for the College and liaising between Flinders International and CBGL to ensure alignment of priorities and focus.

**Contact:** Brett Wagner

**Email:** [brett.wagner@flinders.edu.au](mailto:brett.wagner@flinders.edu.au)

**Location:** SSS 250C



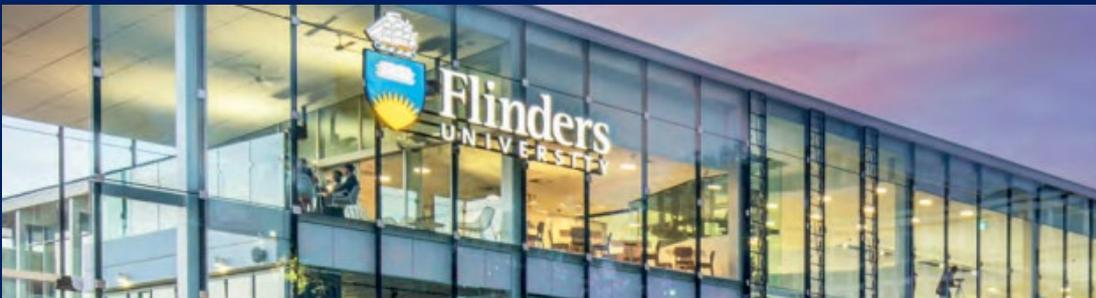


# Information & Digital Services

## **Michael Breton & Ella Bociulis – IDS Service Delivery Specialists**

Michael and Ella attend to the day-to-day operational needs of the college in partnership with Service Desk and Field Services, attending requests in-person for example AV requests, VIP and urgent requests and providing advice on technical inquiries or facilitating the appropriate team to respond. She also identifies training needs and works with IDS to facilitate them, and studies how IDS can improve their services.

**Contact:** Via submitting an IDS Request at  
[ids@flinders.edu.au](mailto:ids@flinders.edu.au) or  
<http://assyst.flinders.edu.au/assystnet>



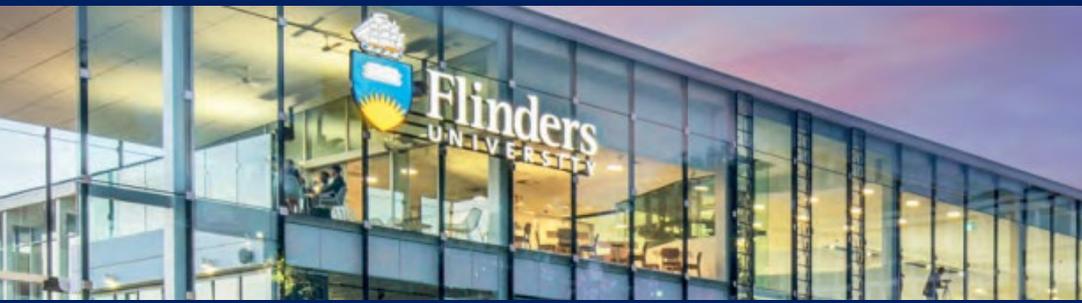
## Live Industry Projects

### Alice Chen – Industry Project Facilitator

Alice coordinates live industry projects for Business topics and manages recruitment of clients and industry mentors. She liaises with topic coordinators, tutors, clients and mentors to ensure projects are completed successfully and develops campaigns for student recruitment into live industry project topics. To facilitate this she organises regular student information sessions and collates feedback from clients and students to ensure continual improvement of projects.

**Contact:** Alice Chen  
**Email:** [alice.chen@flinders.edu.au](mailto:alice.chen@flinders.edu.au)  
**Phone:** 8201 3135 (Ext. 13135)  
**Location:** SSS 250





## Non-Research Contract Management

### **Belinda Anderson – Contracts Officer (shared with S&E & EPSW)**

Belinda is available to provide advice support and review for any non-research contract or agreement that is binding on the University, such as consultancies, service agreements, MoUs and partnership agreements . She liaises with in house legal to ensure a comprehensive review is completed and develops new draft contracts for services as required.

### **The following areas are not covered by the College based Contracts Officer:**

- Buildings & Property
- People & Resources
- Research Contracts

**Contact:** Belinda Anderson  
**Email:** [cbgl.contracts@flinders.edu.au](mailto:cbgl.contracts@flinders.edu.au) or via a Service One request  
**Location:** SSS250 (Monday)

## Planning & Analytical Services Partner

### **Julie Herraman – Manager, Evaluations and Reporting, PAS**

Julie helps the College to better understand College context, challenges and information needs, supporting the College in understanding how Planning and Analytical Services can help, and delivering products and services that address local challenges.

**Contact:** Julie Herraman (every 2<sup>nd</sup> Monday) 8201 2080  
**Email:** [julie.herraman@flinders.edu.au](mailto:julie.herraman@flinders.edu.au)  
**Location:** SSS250 A

